

CLASS TITLE: Principal Typist

CHARACTERISTICS OF THE CLASS: Under general supervision, performs a variety of responsible typing work and carries out clerical office work of complex difficulty and responsibility; and performs related duties as required.

ESSENTIAL DUTIES: Types a variety of materials from rough draft including complex reports, correspondence, forms, accounting and financial statements, memoranda, contracts, vouchers, and other materials frequently requiring some independent judgement in layout and priority; proofs completed typing assignments for accuracy and completeness; maintains log of incoming and outgoing correspondence; records statistics and compiles data for basic reports and information requests; answers routine telephone inquiries, transfers calls to the appropriate person, and takes messages; schedules and confirms appointments; greets, screens, and directs office visitors; maintains unit files and supplies; operates office machines such as photocopier, typewriter and calculator.

RELATED DUTIES: Edits rough drafts while typing; operates a personal computer; receives and distributes mail; serves as messenger between City offices.

MINIMUM QUALIFICATIONS:

Training and Experience. One year of clerical experience including the ability to type at least 50 words per minute with no more than 10 errors.

Knowledge, Abilities and Skill. Considerable knowledge of office practices, procedures and equipment. Considerable knowledge of proofreading techniques.

Ability to accurately type at the required rate of speed.
Ability to operate office equipment. Ability to perform responsible clerical functions.

Considerable skill in the proficient operation of a typewriter.
Good interpersonal skills. Good oral communication skills.

Working Conditions. General office environment.

Equipment. Standard office equipment.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

June, 1994